

CITY OF SANTA CLARA
CIVIL SERVICE COMMISSION
SUMMARY OF MINUTES

March 12, 2007 – 7:00 PM
Council Chambers
1500 Warburton Avenue
Santa Clara, California

Present: Commissioners Mohammed Nadeem, Steve Chan, Robert Owens, Randy Preston, and Beverly Silva; Renée Ruņgis, Director of Human Resources, and Sheila Ivers, Recording Secretary.

Recommendations for Council Action:

- A) APPROVE the modification of the job specification for Fire Captain**
- B) APPROVE the modification of the job specification for Water Utility Engineer**
- C) APPROVE the modification of the job specification for Communications Dispatcher III**
- D) APPROVE the modification of the job specification for Accountant**
- E) APPROVE the modification of the job specification for Business Analyst**
- F) APPROVE the modification of the job specification for Code Enforcement Technician**
- G) APPROVE the modification of the job specification for Utility Field Services Worker**

I. ROUTINE ITEMS

A. CALL TO ORDER - PLEDGE OF ALLEGIANCE

Chairperson Owens called the meeting to order at 7:00 p.m. and led the group in the Pledge of Allegiance.

- B. MINUTES of January 8, 2007, Civil Service Commission meeting
MOTION by Commissioner Silva, seconded by Chairperson Owens, **to APPROVE the minutes of the January 8, 2007 meeting.**
MOTION carried 4-0, Commissioner Chan abstaining, as he was not in attendance at this meeting.**

- C. CHANGE OF STATUS REPORT for January and February, 2007**

- D. CURRENT RECRUITMENT ACTIVITY REPORT for
January and February, 2007**

- E. EXAMINATION REPORTS for January and February, 2007
MOTION by Commissioner Preston, seconded by Commissioner Nadeem,
to **NOTE AND FILE** Items I-C, I-D, and I-E.
MOTION carried 5-0.**

II. UNFINISHED BUSINESS – None

III. NEW BUSINESS

- A. CONSIDER REQUEST to Establish Dates for an Appeal of a Disciplinary Action for Dalila Rojas
Ms. Runġis stated that Ms. Rojas has withdrawn her request for an appeal of her disciplinary action. Chairperson Owens noted that there is no further action to be taken by the Commission on this matter.
- B. CONSIDER REQUEST to Modify Examination Weighting for Utility Electrician Apprentice, Lineman/Linewoman Apprentice, and Electric Meter Technician Apprentice
MOTION by Commissioner Silva, seconded by Commissioner Preston, **to APPROVE the modification of the examination weighting for Utility Electrician Apprentice, Lineman/Linewoman Apprentice, and Electric Meter Technician Apprentice, from 100% written to 50% written and 50% oral examination with a qualifying performance examination.**
MOTION carried 5-0.
- C. CONSIDER REQUEST to Modify Job Specification for Fire Captain
MOTION by Commissioner Preston, seconded by Commissioner Silva, **to APPROVE the modification of the job specification for Fire Captain.**
MOTION carried 4-1, Commissioner Chan voting nay.
- D. CONSIDER REQUEST to Modify Job Specification and Examination Weighting for Water Utility Engineer
MOTION by Commissioner Preston, seconded by Commissioner Silva, **to APPROVE the modification of the job specification for Water Utility Engineer, and the revision of the examination weighting from 100% written examination to qualifying supplemental with 100% oral examination.**
MOTION carried 5-0.
- E. CONSIDER REQUEST to Modify Job Specification for Grounds Maintenance Worker III
MOTION by Commissioner Preston, seconded by Commissioner Nadeem, **to CONTINUE the matter of the modification of the job specification for Grounds Maintenance Worker III, and direct staff to create language that will clearly specify what the education requirements are for Grounds Maintenance Workers I and II who were hired prior to September 2006.**
MOTION carried 5-0.

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- F. **CONSIDER REQUEST** to Modify Job Specification for Communications Dispatcher III
MOTION by Commissioner Silva, seconded by Commissioner Preston, **to APPROVE the modification of the job specification for Communications Dispatcher III.**
MOTION carried 5-0.
- G. **CONSIDER REQUEST** to Modify Job Specification for Accountant
MOTION by Commissioner Preston, seconded by Commissioner Silva, **to APPROVE the modification of the job specification for Accountant.**
MOTION carried 5-0.
- H. **CONSIDER REQUEST** to Modify Job Specification for Business Analyst
MOTION by Commissioner Silva, seconded by Commissioner Preston, **to APPROVE the modification of the job specification for Business Analyst.**
MOTION carried 5-0.
- I. **CONSIDER REQUEST** to Modify Job Specification for Code Enforcement Technician
MOTION by Commissioner Nadeem, seconded by Commissioner Silva, **to APPROVE the modification of the job specification for Code Enforcement Technician.**
MOTION carried 5-0.
- J. **CONSIDER REQUEST** to Modify Job Specification and Examination Weighting for Office Specialist II
Ms. Runçis stated that the job specification has been removed from the agenda, pending further discussions with the Employees' Association. However, there is a request to modify the examination weighting.
MOTION by Commissioner Silva, seconded by Commissioner Preston, **to APPROVE the modification of examination weighting from 100% written examination with qualifying performance (typing speed) to 100% oral examination with qualifying performance (typing speed) and qualifying written examination.**
MOTION carried 5-0.
- K. **CONSIDER REQUEST** to Modify Job Specification for Utility Field Services Worker
MOTION by Commissioner Nadeem, seconded by Commissioner Silva, **to APPROVE the modification of the job specification for Utility Field Services Worker and to add the language "or possession of a G.E.D." to**

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the Education and Experience section of the job specification, to read
"Graduation from high school or possession of a G.E.D."
MOTION carried 5-0.

IV. INFORMATIONAL ITEMS - None

V. ORAL COMMUNICATIONS - None

VI. ADJOURNMENT

Chairperson Owens adjourned the meeting at 8:07 p.m. until the next regular Civil Service meeting on Monday, May 14, 2007.